

YOUTH SERVICES POLICY

Title: Employees' Appearance Before Parole and Pardon Boards Next Annual Review Date:	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.31
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References: Rules of the Parole and Pardon Boards	
STATUS: Approved	
Approved By: <i>Simon Gonsoulin</i> <i>Acting Assistant Secretary</i>	Date of Approval: 10/08/2004

1. **AUTHORITY:**

Acting Assistant Secretary of the Office of Youth Development as delegated on January 27, 2004 by the Secretary of the Louisiana Department of Public Safety and Corrections.

2. **PURPOSE:**

To establish guidelines governing non-routine communications between employees of Youth Services (YS) and the Parole and Pardon Boards.

3. **APPLICABILITY:**

All employees of Youth Services.

4. **POLICY:**

It is the Deputy Secretary/Assistant Secretary's policy that an employee who is a victim of or a witness to a crime or is the family member of a victim or witness shall have the same right as other persons to express his or her subjective opinion to the Parole Board and/or the Pardon Board when the individual involved in the crime is considered for parole or clemency.

5. **GENERAL:**

It is usually unnecessary and inappropriate for YS employees to appear before the Parole Board or the Pardon Board, or to write letters of recommendation or opposition about any person seeking parole or clemency, or in any other way to attempt to influence the decision-making process. However, an employee who meets the criteria outlined in the above policy statement does have the right to express his or her subjective opinion to either board.

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Employees who appear before the Parole Board or the Pardon Board will be required to take annual or compensatory leave for this purpose.

Previous Regulation/Policy Number: B-01-002 / A.2.31

Previous Effective Date: 06/05/98

Attachments/References: